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May 12, 2010

Mr. David Lurie
City of Austin
Health and Human Services Department
P.O. Box 1088
Austin, Texas 78767

Re: On-Site Joint Monitoring Review CSBG # 61100000832

Dear Mr. Lurie:

This letter will serve to confirm an on-site joint monitoring review of your Community Services Block Grant (CSBG) contract # 61100000832 FY 2010. The scheduled dates of this review are June 14-17, 2010. The review will be conducted by Skip Beaird.

To facilitate the review process and lessen disruptions, please make available the following documents:

CSBG:

- Roster of CSBG staff (name, title, salary and status);
- Current agency organization chart;
- List of Board of Directors:
 - names, addresses and telephone numbers
 - tenure on the board
 - section represented by the board member
 - list of committees
- Board election/selection materials;
- Board minutes (previous six meetings) and attendance roster;
- List of locations with names of CSBG staff;
- Personnel Policies and Bylaws;
- Travel policies and records;
- Chart of accounts;
- Accounting records (journals and ledgers) and support documentation;
- Bank reconciliation records;
- Access to CSBG client files and documentation of performance;
- Declaration of Income Statement (DIS) Policy/Procedure;
- Appeals Procedures;
- Subcontract agreements with appropriate procurement packages (if applicable);

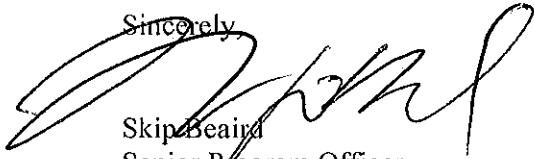
- Procurement policy;
- Documentation of coordination with other local programs (including contact person and phone numbers);
- Documentation of CSBG contract inventory;
- *Copies of most recent monitoring reports and/or performance reviews of all programs administered by your organization.*
- *Copy of the most current single audit report and Management letter; and,*
- *If Applicable*, documentation of most recent Head Start PRISM review, including results, responses, and current status.

Please have the client files and any documentation available to support the most recent CSBG performance report. This process will consist of tracking the clients from the files to the monthly summaries to the figures reported on the CSBG MER which is submitted to the Department. The review process may also include scheduled meetings with your Board Chairperson and/or Board members.

We ask that you please fill out a Board of Directors Attendance Record based on board member election/selection materials and board minutes for the previous six board meetings. Completion and availability of this form at the entrance conference will facilitate the monitoring review.

The review process will begin in your office at approximately 9:00 am on June 14, 2010. Should you have questions or need additional information regarding this visit in relation to CSBG, please call me at (512) 475-4618.

Sincerely,



Skip Beard
Senior Program Officer
Community Services Section

Enclosure